

#### GENERAL INFORMATION

**Application Procedures.** Application may be made by mail or in person by completing the attached form. The Division of University Extension, Room 101, 119 St. George Street is open from 9.00 am to 9.00 pm Monday through Thursday and from 9.00 am to 5.00 pm on Fridays to receive applications.

As enrolment in the classes is limited, early application is advised to ensure a place.

**Course Location.** Classes will meet in the Faculty of Library Science, University of Toronto, 140 St. George Street, Toronto.

**Library Use.** Participants in these continuing education courses will be given access to the materials in the Faculty of Library Science Library. The Library, however, has a policy of not supplying texts. Two or three copies may be available for reading room consultation only.

**Admission to Classrooms.** The official University receipt, which the student receives upon registration, must be presented for admittance to classrooms.

**Refunds.** Requests for refunds must be made at least one week before the start of the course. Such requests must be presented either in person or in writing to the Division of University Extension, Room 311, 119 St. George Street, accompanied by the official University receipt. An administrative fee of \$10.00 is charged for all such refunds. A student is considered to be a member of a class until he has officially withdrawn and his withdrawal has been accepted. Non-attendance at classes, by itself, does not constitute official withdrawal.

**Withdrawal of Courses.** The Division of University Extension reserves the right to withdraw any course listed in this programme. Where a course is withdrawn, the full tuition fee is refunded to registrants.

**Accommodation.** Meals and accommodation are not included in the course fee. Out-of-town applicants will be sent a list of several hotels within easy reach of the University to assist them to make arrangements personally for accommodation.

**Telephone:** For further information, telephone 928-2400.

## University of Toronto Division of University Extension Courses in continuing education, offered in co-operation with the Faculty of Library Science

1973-74



## CONTINUING EDUCATION IN LIBRARY SCIENCE — 1973-74

### LIBRARY AUTOMATION WORKSHOP

The purpose of this workshop is to familiarize the participants with the basic concepts underlying the use of computers in the processing of library data. Techniques for analyzing problems and writing programmes to carry out typical library procedures will be explained to clarify the problem of man/machine communication. Computer applications to such library operations as cataloguing and serials control will be described, covering both batch and on-line systems. Demonstrations, displays and discussions of local operational systems will be included, with the opportunity, for those interested in doing so, to gain some practical experience in the use of an automated system.

**Instructors** Katherine H. Packer, Assistant Professor, Faculty of Library Science; research interests include man/machine communication and its application in the organization and retrieval of information; formerly Chief Librarian, Faculty of Education, University of Toronto

Ann H. Schabas, Assistant Professor, Faculty of Library Science; concentration in the applications of new technology to library science, machine-oriented indexing, information retrieval; formerly Reference Librarian, Education Centre Library, Toronto Board of Education

**Schedule** 2½ days (full time) November 1, 2, 3, 1973  
November 1 9.30 am — 9.30 pm  
November 2 9.30 am — 5.00 pm  
November 3 9.30 am — 12.00 noon

**Fee** \$85.00

### THE YOUNG CHILLO IN THE LIBRARY

This institute will focus on the intellectual, emotional and social characteristics of the child from ages two to eight and the way in which these characteristics affect library planning. The process of language development will be explored and related to the acquisition of reading skills. Through demonstrations, discussions, and participation, the group will investigate activities and materials which promote intellectual and creative growth.

**Instructors** Mavis Carious, Assistant Professor, Faculty of Library Science, in the area of school library programmes and services  
Adele Fasick, Assistant Professor, Faculty of Library Science, in the area of children's literature and public library services to children

**Schedule** 2½ days (full time) November 1, 2, 3, 1973  
November 1 1.00 pm — 10.00 pm  
November 2 10.00 am — 4.00 pm  
November 3 10.00 am — 3.00 pm

**Fee** \$85.00

### CLASSIFICATION IN THE 1970's

This institute will consider the latest developments in the traditional classification systems and will survey recent research in non-conventional methods of classification and related topics. Some attention will be given to the problems of constructing classification systems, and to the implications of automation for classification.

**Instructor** N.J. Williamson, Assistant Professor, Faculty of Library Science; formerly cataloguer at the Hamilton Public Library; recent advanced study in the theory of classification at Case Western Reserve University, Cleveland, Ohio

**Schedule** 3 days (full time) May 23, 24, 25, 1974  
9.00 am — 4.00 pm

**Fee** \$85.00

### THE PEOPLE'S UNIVERSITY: OLD AND NEW ROLES FOR THE PUBLIC LIBRARY

This institute will examine the changing role of the library as a continuing education agency. Among the topics to be considered: how adults learn; current research in adult education; the learning society; and the new importance of leisure and its implications for libraries. There will also be a detailed look at four major roles of libraries: advisory counselling; group programmes; collaboration with other agencies; and community information service.

**Instructor** John Marshall, Associate Professor, Faculty of Library Science; school and public library experience in British Columbia, Saskatchewan, and Ontario; formerly Branch Librarian, Bathurst Heights, North York Public Library

**Schedule** 2½ days (full time) May 23, 24, 25, 1974  
May 23 2.00 pm — 10.00 pm  
May 24 10.00 am — 4.00 pm  
May 25 9.00 am — 12.00 noon

**Fee** \$85.00

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|---------------------------|-----------------|-----------------|----------------|--------------|---|-----------------|---------------------------|
| Course<br>Mr. Ms.<br>Name | First Name      | City            | Postal Code    | Business     |   | Company Address | OFFICE USE<br>Receipt No. |
|                           |                 |                 |                | Home         | Company Cheque  |                 |                           |
| Address                   | Number & Street | Apt. No.        | Telephone      | Company Name | Present Position  | Personal Cheque | Signature                 |
| Telephone                 | Company Name    | Company Address | Company Cheque | Cash         | Fee (Please make cheques payable to the University of Toronto.) |                 |                           |
|                           |                 |                 |                |              |   | Date            |                           |

Application Form  
Continuing Education  
in Library Science

University of Toronto  
Division of University Extension  
119 St. George Street  
Toronto, Ontario M5S 1A9  
(416) 928-2400

